

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability, or national origin.

APPLICANT INFORMATION

Last Name		First		M.I.		Date	
Street Address				Apartment/Unit #			
City			State		ZIP		
Phone (s)			E-mail Address				
Date Available		Last four digits of SSN	XXX – XX–		Desired Salary	\$	
Position Applied for							
Are you a citizen of the United States?	YES ☐	NO ☐	If no, are you authorized to work in the U.S.?		YES ☐	NO ☐	
Have you ever worked for this company?	YES ☐	NO ☐	If so, when?				
Are you employed now?	YES ☐	NO ☐	If so, may we contact your employer?			YES ☐	NO ☐
Type of Employment	Full-time ☐ Part-time ☐ Summer ☐ Temporary ☐						

EDUCATION AND OFFICE SKILLS

High School			Address				
From		To		Did you graduate?	YES ☐	NO ☐	
College or Trade School			Address				
From		To		Did you graduate?	YES ☐	NO ☐	Degree
Years of Typing Experience		Words Per Minute		Other Office Equipment Used	Printer ☐ Copier ☐ Fax ☐ Scanner ☐ Calculator ☐		
Computer Software and Hardware Experience							

EMPLOYMENT HISTORY

(LIST PRESENT OR MOST RECENT POSITIONS FIRST)

Company			Phone				
Address			Name and Position of Supervisor				
Job Title			Starting Salary	\$	Ending Salary	\$	
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?			YES ☐	NO ☐			

EMPLOYMENT HISTORY (CONTINUED)									
Company						Phone			
Address						Name and Position of Supervisor			
Job Title				Starting Salary		\$		Ending Salary	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?				YES ☐		NO ☐			
Company						Phone			
Address						Name and Position of Supervisor			
Job Title				Starting Salary		\$		Ending Salary	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?				YES ☐		NO ☐			
Company						Phone			
Address						Name and Position of Supervisor			
Job Title				Starting Salary		\$		Ending Salary	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?				YES ☐		NO ☐			
MILITARY SERVICE									
Branch						From			
Rank at Discharge						To			
Type of Discharge									
If other than honorable, explain									
DISCLAIMER AND SIGNATURE									
I certify that my answers are true and complete to the best of my knowledge.									
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.									
Signature						Date			